

ABCGC Behavioral Health Subcommittee Guidelines

Committee attendance:

All subcommittee members are allowed three consecutive absences or three absences in a six month period. After this number is met, member will be asked to have a discussion with committee chair related to their commitment and participation. If a fourth absence occurs, the alternate will replace the subcommittee member. The subcommittee staff person will alert the small working group to determine a replacement alternate from the existing list of applicants and recommended to the ABCGC.

In order to best meet the needs of all members, committee staff will do what they can to provide alternate means of attendee such as phone lines to call in to meetings. If members are unable to attend any meeting, it is requested that this is communicated with staff and committee chair as soon as possible.

Procedures for public comment:

Members of the public who would like to speak at the subcommittee meetings will need to sign up at meeting sign in. Once projects and/or discussion items have been presented to the committee, there will be time for public comment. The time allotted will be at the discretion of the committee chair and each member of the public will be given equal time. Public comment will happen prior to any committee discussion or vote.

Role of Subcommittee Staffer:

- Non-Voting
- Responsible for preparing and posting agendas and minutes for all meetings
- Provide assistance to committee chair and vice chair as needed
- Present projects to committee for vetting (coordinate additional presentations as needed)

Role of Subcommittee Members:

- Voting members
- Responsible for vetting projects brought to committee by staffer
- Recommend proposals to steering committee

Role of Technical Advisors:

- Non-Voting
- Provide technical assistance through background information and data related to their specific issue area and expertise.

Role of Alternate Members:

- Non-Voting
- Attend and participate in subcommittee meetings
- Step in as voting member when current member is unable to continue with commitment

Role of ABCGC Behavioral Health Steering Committee:

- The Steering Committee, consisting of the chair and vice chair of each subcommittee, guides implementation of the initiative.
- The Steering Committee will receive, review and amend (as needed) recommendations from each subcommittee to ensure services are connected within each focus area. The Steering Committee will make recommendations to the ABCGC.